

About CanCrete:

CanCrete Equipment Ltd. headquartered in Mississauga, is a leading supplier of parts and equipment for Central and Eastern Canada's concrete pumping market. We offer solutions to the concrete industry, be it through new equipment, used equipment, rentals, parts, service, or simply providing advice when needed.

The Role:

CanCrete Equipment is looking for a Human Resource Coordinator to support our team with various HR tasks including but not limited to health and safety, recruitment, onboarding, and administration support.

Contract Position:

Length 12-18 months with a possible extension

Key Responsibilities:

- Health and safety policy owner
- Health and safety inspections, toolbox talks, and JHSC meeting coordination
- Maintain health and safety boards, SWPs, SDS binders, PPE inventory
- Accident investigation and reporting
- Assist with and implement new HR programs and initiatives
- Policy development
- Orientation/Onboarding for new employees
- Track attendance, vacations, appointments, training, birthdays, and service anniversaries
- Benefits and pension coordination
- Recruitment - job posting, screening, scheduling interviews, interview support, reference checks
- First point of contact for all HR related items
- Work orders
- Reception support
- Event planning support
- Administrative support

Qualifications:

- Post secondary education in Human Resources
- 1-2 years previous experience in Human Resources or other related fields
- Knowledge of labour and employment laws
- Effective attention to detail and high degree of accuracy
- Ability to effectively communicate both verbally and in writing
- An organized, strategic thinker with strong business acumen and the ability to prioritize tasks at hand
- Ability to work in a team environment and independently with minimal supervision
- Proven ability to meet strict deadlines and short time frames
- Proficiency in using Microsoft Office Suite applications (Word, Excel, PowerPoint)
- Strong work ethic, integrity, and personal accountability

What We Offer:

- Competitive salary
- Company sponsored pension matching program
- Complete benefits package
- Annual bonuses
- Lunches, BBQs, and gift cards

- Great career advancement opportunities
- A seat at the decision-making table for a high growth company and ability to make a difference in the direction of CanCrete

CanCrete is committed to an inclusive workplace that values and promotes diversity. We believe that our workplace should reflect the communities we serve, and we strive to build and nurture a culture where employees feel empowered and valued.